



DEPARTMENT OF ADMINISTRATION

Depattamenton Atmenestrasion
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GENERAL SERVICES AGENCY
(*AHENSION SETBISION HINIRAT*)
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December 13, 2021

GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-017

To: All Line Department and Agency Heads

From: Chief Procurement Officer

Subject: **Submission of Updated List of Department / Agency Official Vehicles**

Håfa Adai! Please provide an updated listing of your department/agency's official vehicles to the General Services Agency. The following information is required:

- License Plate No.
- Year
- Make
- Model
- Body Style
- Cylinder
- VIN
- Color

The updated official vehicle listing is due to the General Services Agency **no later than close of business December 28, 2021.**

Your attention and full cooperation in this matter is greatly appreciated. ***Si Yu'os Ma'åse.***


CLAUDIA S. ACFALLE